

## Faculty Education Committee

Faculty of Engineering

Wednesday 9 January 2019

15:00 – 17:00

Room G05, Royal School of Mines

Unapproved Minutes

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### 1 Welcome

Dr Lorraine Craig welcomed members to the meeting.

Present at the meeting: Dr Lorraine Craig (Chair), Dr Phil Power, Komal Patel, Dr Errikos Levis, Prof Martyn Boutelle, Prof Klaus Hellgardt, Dr Tony Field, Dr Fariba Sadri, Dr Lorenzo Picinali, Andy Brand, Dr Mark Sutton, Dr Kristel Fobelets, Prof Jason Riley, Dr Mike Bluck, Dr Ulrich Hansen, Dr Mark Pope, Lucy Heming, and Dr Monika Pazio.

Not present at the meeting: Prof Nigel Brandon, Prof Omar Matar, Prof Yun Xu, Richard Martin, Prof Sergei Chernysenko, Dr Niamh Nowlan, Prof Jason Hallett, Dr Mike Templeton, Prof Bassam Izzuddin, Prof Martin Blunt, Dr Christos Bouganis, Dr Martyn McLachlan, Dr Tiffany Chiu, Alejandro Luy, Joel Bilsdorfer, Zixuan Wang, Amy Tall, Raya El Laham, Dr Elizabeth Hauke, Dr Pavel Berloff, Prof Graham Hughes, and Prof George Jackson.

### 2 Minutes from the previous meetings

The Committee approved papers EEC.2018.115 to EEC.2018.117, the minutes of FEC 14, FEC 15, and FEC 16.

Regarding minute 19.1 of FEC 14 (EEC.2018.115), Lucy Heming noted that the Registry team were in the process of preparing the next draft of the Academic Calendar for consultation.

### 3 Matters Arising

#### 3.1 Action Tracker

The Committee noted paper EEC.2018.118, the action tracker. The closed items were noted. The following items were outstanding:

- EEC 10/9.2 concerned the request for named staff and phone numbers within Registry for key areas in order to deal with sensitive and urgent matters more efficiently. Lucy Heming noted that she had discussed the request with David Ashton, the Academic Registrar, who would follow up with Lorraine Craig.
- EEC 12/13.2 and 13.3 concerned outstanding external examiner reports and appointments. It was noted that the Committee was awaiting an updated report from Registry.
- EEC 12/14.1 concerned seeking associateship for a number of programmes with the City and Guilds Institute Council. Phil Power noted that the matter was still ongoing.
- EEC 12/14.3 concerned the assignment of a home department for the Sustainable Energy Futures MSc. It was noted that the matter was still ongoing.
- EEC 13/4 (1) concerned clarifying the progression requirements for I-Explore as a Pass/Fail module. Lucy Heming noted that a recommendation would be put forward to the Regulations and Policy Review Group, and then QAEC, that the module can be compensated.
- EEC 13/4 (3) concerned communicating the approach to new degree proposals where modules were shared between undergraduate and postgraduate programmes. Lucy Heming

noted that the matter had been discussed at Learning and Teaching Committee in December 2018. The Committee would wait for a further update.

- EEC 14/9 (3) concerned the request for clarity on the process and timings for sharing and discussing annual monitoring reports with students. Lucy Heming noted that the Registry team would draft updated guidance and circulate to the Committee.
- EEC 14/10 (2) concerned Design Engineering seeking sign-off from their student reps on the PTES action Plan. Andy Brand noted that they were expecting sign-off from the Global Innovation Design student representative this week.
- EEC 14.13.3 concerned the communication of Student Protection Plan requirements to staff. Lucy Heming noted that she was following up on the matter with Malcolm Edwards, Director of Strategic Planning.
- EEC 15/2 (1) concerned the possibility of offering Level 7 versions of Year Three modules in the Chemical and Nuclear Engineering programme. It was noted that this would take place after the consideration of the Department of Mechanical Engineering's curriculum review submission.
- EEC 16/2 (3) concerned the Faculty Education Team ascertaining when the final module outline templates will be required for uploading into Banner. It was noted that the matter was still ongoing.
- EEC 16/2 (4) concerned clarification of whether the Term column in the programme structure tables in programme specifications related to teaching time or teaching and examinations. It was noted that Term related to teaching time only.

#### **4 Curriculum Review Paperwork**

Lorraine Craig, introduced the item, noting that the purpose of this meeting was to consider the curriculum review paperwork for the Departments of Computing, Earth Science and Engineering, and Mechanical Engineering. It was noted that following the meeting, each department would be asked to consider any recommended amendments raised by the Committee ahead of their submission to Programmes Committee on the 29 January.

Each department presented their paperwork, discussed their approach to curriculum review, and answered questions from Committee members.

It was noted that departments had taken different approaches to communicating exit awards within their programme specifications. Lucy Heming noted that Programmes Committee would review all approaches and agree a standardised format once all programmes had been submitted for consideration. Lucy noted that the approach to titles of exit awards were also being considered. Committee members highlighted the need for appropriate degree titles for exit awards for year abroad programmes, where students had not taken the year abroad at the time of exit.

During discussions, Committee members noted that it would be beneficial for standard text to be provided for certain sections of the programme specifications, including:

- Language/academic requirements for progression to a year abroad.
- Costs associated with year abroad programmes.
- I-explore terms stated as 1 and/or 2.
- The exact information required in the Progression and Classification, and Programme Specific Regulations sections, e.g. in relation to transferring between programmes, re-assessments etc.

**Action: Komal Patel**

Lucy Heming noted that a proposal was being developed regarding exemption from I-explore requirements for students taking a year abroad, which would be circulated for comment.

**Action: Lucy Heming**

In response to a query in the Department of Earth Science and Engineering's curriculum review proposal form regarding paragraph 11.3 of the 2019-20 Academic Regulations, Lucy Heming noted that the section was to be removed from the regulations.

**4.1** The Committee asked the Department of Computing to consider the following recommendations ahead of submission to Programmes Committee, in addition to the required amendments from their Reference Panel:

- To include Exit Awards in the Award table on the first page of each programme specification.
- In the Learning and Teaching Approach, under Overall Workload, include the word “approximately” ahead of 1500 hours.
- In the Assessment Methods section, update the sentence “The weighting of coursework varies among modules, with the normal weighting being 15%” to “...15% of each taught module”.
- To include details of any progress tests before Christmas in Year 1 and Year 2.
- In the Year 3 elective rules, update the first sentence to “In addition to the core *and compulsory* modules” in the BEng and MEng programme specifications.
- In the Visual Computing and Robotics programme specification, update the Year 3 modules table to state a “total of *three* modules” and “between 2 and 3 *modules*”, and the Year 4 modules table to state a “total of *five* modules”.
- In the Management and Finance programme specification, update the Year 3 modules table to state “between 3 and 4 *modules*”.
- To include a Learning Outcome related to the year away on the International Programme of Study.
- To update the pass mark module for Year 4 modules to 50%.
- To confirm the correct FHEQ level for the module “Machine Learning for Imaging” in Year 4.

**Action: Tony Field**

Pending the immediate changes recommended, the Committee agreed to endorse the Department of Computing’s curriculum review paperwork for submission to the February 2019 Programmes Committee.

**4.2** The Committee asked the Department of Earth Science and Engineering to consider the following recommendations ahead of submission to Programmes Committee, in addition to the required amendments from their Reference Panel:

- To update Mike Streule’s role to the College’s Education Office (rather than Curriculum Review team).
- To include the following information, currently included in the proposal form, in the programme specifications: *The Department of Earth Science and Engineering is a hybrid department, populated by engineers and scientists, located in the Engineering Faculty, but teaching a science degree at undergraduate level. It is important to the department that we continue to engage our engineers actively within the undergraduate programme, and to engender within our science graduates an understanding of engineering principle, ethos and practice.*
- In the Learning and Teaching Approach section replacing the words “most” and “many” with more general terms unless the following sentence can be quantified: *The results of most MSci projects are of publishable quality, and many are published in peer-reviewed academic journals.*
- To include a note in the elective rules that 60 ECTS of Level 7 credits should be taken by the end of Year 4.
- To update the Year Four paragraph in the Progression and Classification section from 45 credits at Level 7 to 60.
- To review the Year One and Year Two paragraphs in the Progression and Classification section in the Geology programme specification as they appear to duplicate the information from the Year Abroad programme specification.
- To check that the correct assessment type has been selected in all modules e.g. in Geological and Coastal Engineering, the assessment type is listed as coursework but the assessment description is a 90 minute unseen written examination.

**Action: Mark Sutton**

Lucy Heming was asked to confirm whether the term viva should be replaced with oral assessment.

**Action: Lucy Heming**

Pending the immediate changes recommended, the Committee agreed to endorse the Department of Earth Science and Engineering's curriculum review paperwork for submission to the February 2019 Programmes Committee.

**4.3** The Committee asked the Department of Mechanical Engineering to consider the following recommendations ahead of submission to Programmes Committee, in addition to the required amendments from their Reference Panel:

- To provide an example of what form an "intermediate, development assessments" could take in the Academic Feedback Policy section.
- To use the term reassessment instead of Supplementary Qualifying Test/SQT.
- To consider some re-wording for the elective rules on the module tables in the programme specifications, sent through by the Faculty Education Team as track changes.
- To review the elective rules for Year 4 of H3H8 (with Nuclear programme) which add up to 75 ECTS.
- To include a Learning Outcome related to the year away on the Year Abroad programme.
- To write in the second person in the main sections of the programme specifications.
- To review the balance of assessment table in the Assessment Strategy section which shows 0% practical elements in later years. If any of the coursework elements include practicals which are assessed, include a note on this so that a prospective student does not think they do not have practical elements in the later years of their programme.
- As noted in the Reference Panel Feedback, to split the programme level learning outcomes by exit award.
- As noted in the Reference Panel Feedback, to include additional Level 7 Learning Outcomes for the modules which are Level 7 variants of Level 6 modules.

**Action: Mike Bluck**

Pending the immediate changes recommended, the Committee agreed to endorse the Department of Mechanical Engineering's curriculum review paperwork for submission to the February 2019 Programmes Committee.

Lorraine Craig thanked each department and their curriculum review teams for their hard work and efforts to finalise their paperwork. Lorraine also thanked each department's Reference Panel, and Committee members for their helpful feedback and support.

## **5 UG Annual Monitoring Reports**

The Committee considered the updated annual monitoring reports from the Department of Electrical and Electronic Engineering (EEC.2018.149), and the Department of Materials (EEC.2018.150). It was noted that each department had made revisions based on the student feedback received at the 28 November 2018 meeting. Committee members agreed to approve the revised annual monitoring reports for both departments.

## **6 Chair's Actions**

The committee noted papers EEC.2018.151 to EEC.2018.152, outlining the Chair's Actions which had been taken since the last meeting.

## **7 Any Other Business**

There was no further business raised.

## **8 Dates of Future Meetings**

Committee members noted that the next meeting would be on 30 January 2019.